

# ENVIRONMENTAL HEALTH SPECIALIST REGISTRATION

## APPLICATION INSTRUCTIONS

1. Complete application form (Print or Type) and return with a \$73.00 check or money order payable to the Environmental Health Specialist Registration FUND (no cash). The application fee is NOT REFUNDABLE. All of the requested information is mandatory and incomplete applications will not be processed.

CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
EHS Registration Program  
MS 7404  
P.O. BOX 997413  
SACRAMENTO, CA 95899-7413

2. Apply to CPS Human Resource Services (CPS) for domestic transcript evaluations. Foreign transcripts must be evaluated by a foreign transcript evaluation service. Use the link to "Foreign Transcripts" under APPLICATIONS for a list of NACES approved foreign credential evaluation services.

CPS Human Resource Services  
241 Lathrop Way  
Sacramento, CA 95815  
Attention: EHS Transcript Evaluation

Julia Cook  
phone (916) 263-3624 ext 3061  
web address: [www.cps.ca.gov/takeatest/envhealth](http://www.cps.ca.gov/takeatest/envhealth)  
email: [jcook@cps.ca.gov](mailto:jcook@cps.ca.gov)

3. CPS charges \$245.25 for the evaluation of domestic transcripts. This may be paid with a money order, cashier's check or credit card, however personal checks are not accepted. Foreign evaluators each have their own fee structure.
4. You may submit applications to CPS, or a foreign transcript evaluator, concurrently with your application to the EHS Registration Program. Your transcript evaluation will be mailed to you and forwarded to the EHS Registration Program in about 4 weeks.
5. Your application will be valid for 30 months after which reactivation will be necessary. PLEASE NOTIFY THIS OFFICE OF ANY CHANGE OF ADDRESS.
8. FOREIGN TRANSCRIPTS: If you have attended a college or university outside the United States you will need to file an application with one of the foreign transcript services. These services operate for a fee based on the extent of education evaluated. Request the evaluation service to forward a letter to the EHS Registration Program stating that your degree is equivalent to a bachelor's degree offered by a United States college or university, listing each course completed with semester unit equivalency and all laboratory sections including **inorganic chemistry, organic chemistry, physics, biology, microbiology, and calculus or college algebra.**